

Development & Communications Intern

Volunteer Coordinator: Kristen Walters Contact: 507.625.8688 ext. 124 kristenw@cadamn.org
Site Supervisor: CADA's Development Team
Position hours: Monday-Friday 8 am-4 pm; shifts are generally 4-8 hours

General Description: The Development & Communications intern will work closely with CADA's development team and assist with tasks related to social media, web, and email communications, as well as tasks related to fundraising and resource development.

Responsibilities:

1. Maintain confidentiality of all CADA clients and staff.
2. Assist with all tasks related to communications, such as social media, creating promotional materials, email communications, etc.
3. Assist with all tasks related to resource development and fundraising, including fundraising campaigns, crowdfunding, soliciting donations, etc.
4. Maintain accurate time sheets.
5. Participate in all mandatory trainings, periodic check-ins, and evaluations.
6. Communicate with Site Supervisor and Volunteer Coordinator in a timely and responsible manner.

Qualifications:

1. Complete application materials and submit to Volunteer Coordinator.
2. Interview with Volunteer Coordinator and Site Supervisor.
3. Clear Minnesota Department of Human Services background check performed by CADA staff in accordance with Minnesota Department of Human Services policies.
4. Complete Orientation - CADA's 40-Hour Sexual Assault Advocacy Certification Training is highly recommended
5. A willingness to share examples of previous work (pamphlets, brochures, event invitations, etc.)

Skills:

1. Demonstrate superior professional boundaries.
2. Be comfortable working with diverse, disadvantaged, and marginalized populations, and be empathetic and responsive to people in crisis.
3. Demonstrate a proficiency and comfort in working with social media platforms, Microsoft Office programs, and other communications tools
4. Be punctual, responsible, and organized.
5. Have the ability and motivation to lead projects with little direction, and work well independently.
6. A background in media, communications, marketing OR fundraising, development, and nonprofit leadership

Time Commitment: The Communications/Development Intern must be willing to commit a minimum of 8 hours per week and a minimum total of 120 hours.